

Logging into Pathways

Individuals with existing profiles in DGS Training Registration System (TRS) and who are first time users to Pathways will need to reset their password for Pathways. Past TRS training records and profiles were transferred from TRS to Pathways.

First Time Users to Pathways Need to Reset Password

Please read and follow the below instructions to reset your password. After resetting your password you will be able to log into Pathways to view course availability, enroll in courses and view past DGS training records.

Step	Direction
1	Copy and paste the Pathways link (https://learning-dgs.csod.com/client/learning-dgs/orim.aspx) into Google Chrome browser. Pathways works best using Google Chrome.
2	Click Forgot Password to reset your password.

Pathways Log In Page

Step	Direction
3	Enter your email address in Login Credentials.
4	Check the box next to <i>I'm not a robot</i> and complete the reCAPTCHA.
5	Click Submit .
6	Click OK . An email will be sent to your email address on file.
7	Check your email inbox for an email from noreplyPathways@dgs.ca.gov . Click on reset password link in the email. If an email is not received, you may not have an email address on file. Please contact Kelli Miyata at Kelli.Miyata@dgs.ca.gov .

Forgot Password Page

Forgot password?

Please enter your Username or User ID and an email containing your password will be sent to you.

3 Login Credential

4 ☐ I'm not a robot

reCAPTCHA
Privacy · Terms

Cancel Submit 5

Forgot password?

A request to reset your account password was received.

If the account is valid and active, the password reset email will be sent to your on-file email address in few moments.

For additional assistance, please contact your system administrator. Thank you.

6 OK

Email from noreplyPathways@dgs.ca.gov which contains reset password link

From: <noreplyPathways@dgs.ca.gov>
Date: Wednesday, November 24, 2021
Subject: Password Reset Request
To: [REDACTED]

Dear [REDACTED],

We received a request from you to reset your password for the Department of General Services (DGS), Pathways Learning Management System (LMS).

You may reset your password by clicking the following link:
<https://learning-dgs.csod.com/resetPasswrd.aspx?token=1WqE5gcpX2xZOikds8&c=learning-dgs&l=en-US>

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Please be aware that this URL link is valid for 48 hours. After the 48-hour validity period, clicking this link will navigate you to a page on which you must enter your login name to generate and email a new link. You may also select the "Forgot Password?" link from the portal login page at any time to request a new password.

This is an automatically generated notification, please do not reply.

Thank you,

Pathways Team

Step	Direction
8	<p>Enter your new password in New password.</p> <p>Passwords must:</p> <ul style="list-style-type: none"> • Contain both upper and lower case letters • Contain alpha and numeric characters. • Be 8-20 characters • Contain at least one special character <p>Passwords cannot:</p> <ul style="list-style-type: none"> • Be the same as the previous 12 passwords • Have leading or trailing spaces • Be the same as the Username, User ID, or email address
9	Enter same password from Step 8 in Confirm password.
10	Click Submit .

Reset Password Page

Reset Password

* Passwords must contain both upper and lower case letters.

* Passwords must contain alpha and numeric characters.

* Passwords cannot be the same as the previous 12 passwords.

* Passwords must be 8 - 20 characters.

* Passwords cannot have leading or trailing spaces.

* Passwords cannot be the same as the Username, User ID, or email address.

* Passwords must contain at least one special character.

* New password 8

* Confirm password 9

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Step	Direction
11	Enter your username in Username. Username is your email address.
12	Enter your password in Password.
13	Click Login . You will be directed to the Pathways Welcome Page.

Pathways Log In Page

Welcome Page